

VMR-VRO CHECKLIST BANK ACCOUNT (ACH)- ADDING BANKING INFORMATION

Narrative - Bank Account (ACH) information can be added to a vendor if the proper written authorization has been received from the vendor.

Guideline Reference: Bank Account (ACH)-Adding New Banking Information Guideline

Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

1. SetID: SHARE

Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search: **SHARE**

SetID:

Vendor ID:

Persistence:

Short Vendor Name:

Our Customer Number:

Name 1:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

2. Enter your search criteria.

Name 1:

☐ Include History ☐ Correct History ☐ Case Sensitive

3. Click on the selected vendor.

View All						First	1-2 of 2	Last
SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1			
SHARE	0000000313	Regular	PRESORT PL-001	INACTIVE - 5733	PRESORT PLUS INC			
SHARE	0000097057	Regular	PRESORT PL-002	0022	PRESORT PLUS LLC			

4. Click on the Location tab where the new ACH will be attached.

Summary **Identifying Information** **Address** **Contacts** **Location** **Custom**

SetID: SHARE

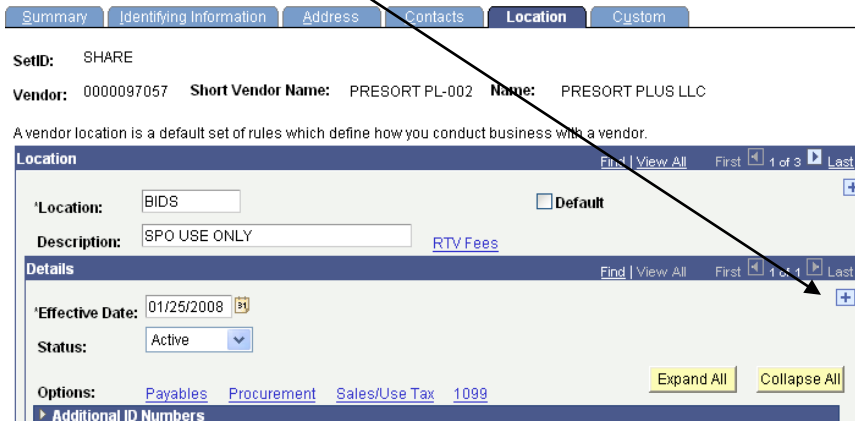
Vendor ID: 0000097057

Vendor Short Name: PRESORT PL PRESORT PL-002

Vendor Name: PRESORT PLUS LLC

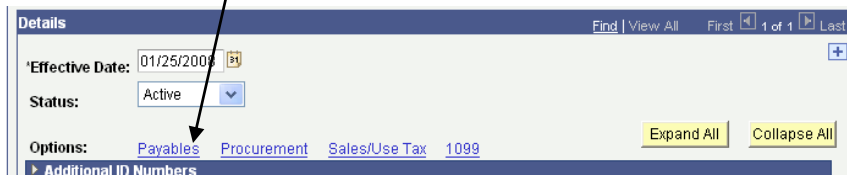
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5. Add a new effective-dated row to the location detail.



The screenshot shows the 'Location' tab of a vendor record. At the top, there are tabs for Summary, Identifying Information, Address, Contacts, Location, and Custom. Below the tabs, the SetID is 'SHARE', Vendor is '0000097057', Short Vendor Name is 'PRESORT PL-002', and Name is 'PRESORT PLUS LLC'. A note states: 'A vendor location is a default set of rules which define how you conduct business with a vendor.' The 'Location' section shows 'Location: BIDS' and 'Description: SPO USE ONLY'. Below this is the 'Details' section with 'Effective Date: 01/25/2008' and 'Status: Active'. At the bottom of the details section are links for 'Payables', 'Procurement', 'Sales/Use Tax', and '1099', along with 'Expand All' and 'Collapse All' buttons. An arrow points from the instruction to a '+' button in the top right corner of the 'Details' section, which is used to add a new row.

6. Click on the Payables link.



This screenshot is a zoomed-in view of the 'Details' section of the 'Location' tab. It shows the 'Effective Date: 01/25/2008' and 'Status: Active'. The 'Options' section contains links for 'Payables', 'Procurement', 'Sales/Use Tax', and '1099'. An arrow points from the instruction to the 'Payables' link.

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7. Click on the “Additional Payables Options’.

Payables Options

SetID: SHARE **Location:** BIDS
Vendor ID: 0000097057 **Description:** SPO USE ONLY
Short Vendor Name: PRESORT PL
Name 1: PRESORT PLUS LLC [Expand All](#) [Collapse All](#)

Invoicing

Vendor: 0000097057 PRESORT PL
Address: 1 [Search](#) BISMARCK
2355 VERMONT AVE
BISMARCK, ND 58502
Location: BIDS SPO USE ONLY

Remitting

***Vendor:** 0000097057 [Search](#) PRESORT PL-002
***Address:** 1 [Search](#) BISMARCK
2355 VERMONT AVE
BISMARCK, ND 58502
***Location:** BIDS [Search](#) SPO USE ONLY

▶ **Additional Payables Options**
▶ **Matching/Approval Options**
▶ **Electronic File Options**
▶ **Self-Billed Invoice Options**
▶ **Vendor Bank Account Options**
▶ **Vendor Type Options**
▶ **HIPAA Information**
▶ **Debit Memo Options**

[Expand All](#) [Collapse All](#)

10. Change the „Payment Method” to read “specify.”

11. Make sure the „Method” reads “Automatic Clearing House.”

Draft Processing Control

***Draft Sight:** Default [Search](#)
***Draft Rounding:** Do Not Use [Search](#)
Rounding Position: [Search](#)
***Remaining Amount Action:** Do not issue Draft [Search](#)
***Payment Method:** CHK [Search](#) Check
***Draft Optimize:** Do Not Use [Search](#)
Max Number of Drafts: [Search](#)

Holiday Processing Options

Additional Payment Information

***Payment Method:** Specify [Search](#) Automated Clearing House [Search](#)
***Layout Option:** Use Bank Account Default [Search](#)
Layout: [Search](#)
***Handling Options:** Default [Search](#)
Handling: [Search](#)
Reschedule ID: [Search](#)

Document Sequencing Type

***Doc Type:** Default [Search](#)

8. Click on the Vendor Bank Account Options.

▶ **Matching/Approval Options**
▶ **Electronic File Options**
▶ **Self-Billed Invoice Options**
▶ **Vendor Bank Account Options**
▶ **Vendor Type Options**
▶ **HIPAA Information**
▶ **Debit Memo Options**

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The blank screen will appear. Enter the information as shown in the example below. Only four of the fields are required:

- Bank Account Number
- DFI Qualifier – always 01
- Account Type – only checking or savings is allowed
- Checking = „Check Acct“
- Savings = “Savings”
- DFI ID = the bank routing number (always 9 digits; it never begins with a “5”)

The screenshot shows a web form titled "Vendor Bank Accounts". It includes a search bar at the top right with "Find | View All" and "First 1 of 1 Last" buttons. The form has several input fields and a "Search" button. The fields are: "Default" (checked), "Descr:" (empty), "Country:" (USA, United States), "Bank Name:" (empty), "Branch Name:" (empty), "Bank ID Qualifier:" (empty), "Account Type:" (Check Acct), "Bank ID:" (empty), "Branch ID:" (empty), "Bank Account Number:" (123456789), "Check Digit:" (empty), "DFI Qualifier:" (01, Transit Number), "DFI ID:" (0912000312), and "IBAN:" (empty). The "Search" button is yellow and located to the right of the "Country:" field.

9. Click “OK”.
10. Return to the Location Details and under the Comments link of the Location why direct deposit was set up on this location (mention documentation), who did it, and the date.
11. SAVE.
12. Fax (701-328-0108) the paperwork authorizing the ACH change to the Vendor Registry Office.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.